

Setting Up an Organizational Hierarchy

This Job Aid is setup to print on 11x17

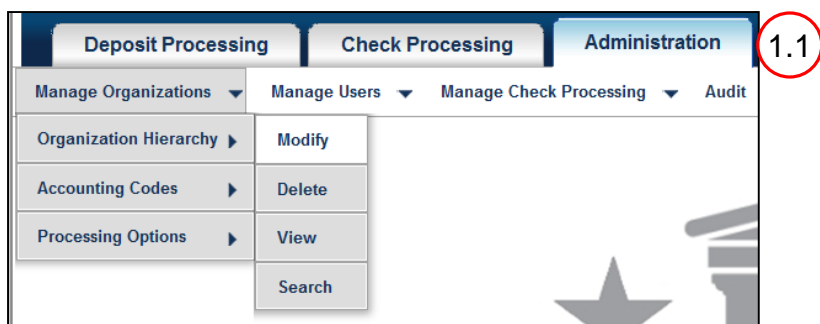
In this job aid, you will learn how to set up your organizational hierarchy. Specifically, you will learn how to:

- Step 1. Add a lower level OTC Endpoint to highest level organization
- Step 2. Add additional OTC Endpoints
- Step 3. Add accounting codes
- Step 4. Map Accounting Codes
- Step 5. Set Deposit Processing Options

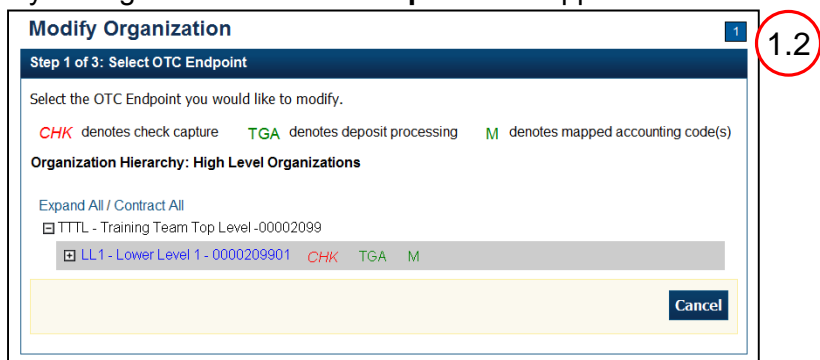
1 Add Lower Level OTC Endpoint to Highest Level Organization

To add a lower level **OTC Endpoint** to the **Highest Level Organization**, complete the following steps:

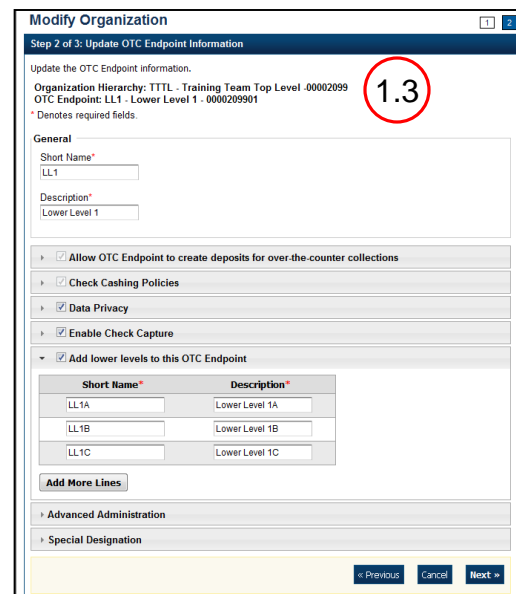
- 1.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**.



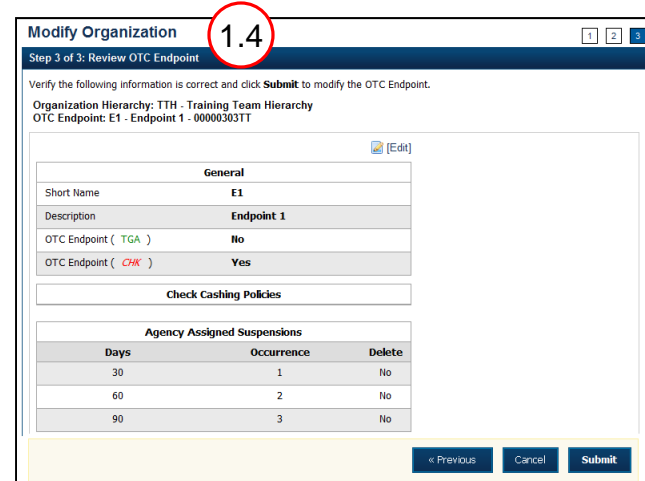
- 1.2 The **Step 1 of 3: Select an OTC Endpoint** page appears. Select your organization's **OTC Endpoint** that appears in the list.



- 1.3 The **Step 2 of 3: Update OTC Endpoint Information** page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the highest level organization (you can also add to lower level OTC Endpoints). Enter the lower level OTC Endpoints' **Short Name** and **Description**, then click **Next**.



- 1.4 The **Step 3 of 3: Review OTC Endpoint** page appears. Review and verify the OTC Endpoint details and click **Submit**.



2 Add Additional OTC Endpoints

To add additional **OTC Endpoints** to an existing **OTC Endpoint**, complete the following steps (refer to graphics from Step 1):

- 2.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify** (see 1.1 above).
- 2.2 The **Step 1 of 3: Select an OTC Endpoint** page appears. Select your **OTC Endpoint** that appears in the list (see 1.2 above).
- 2.3 The **Step 2 of 3: Update OTC Endpoint Information** page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint. **Short Name** and **Description** text boxes appear. When you have finished, click **Next** (see 1.3 above).
- 2.4. The **Step 3 of 3: Review OTC Endpoint** page appears. Review and verify the OTC Endpoint details and click **Submit** (see 1.4 above).

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

Do not include the following special characters in the **Short Name** field: & (ampersand), \ (back slash), ' (apostrophe), or @ (at sign). OTCnet will accept these special characters; however, entering these special characters will cause processing problems. Special character limitations apply to all levels in the hierarchy.

The **Edit** feature is located on the **Review** pages for the tasks you perform.

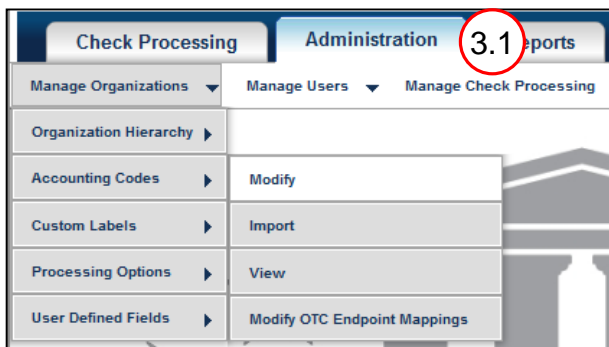
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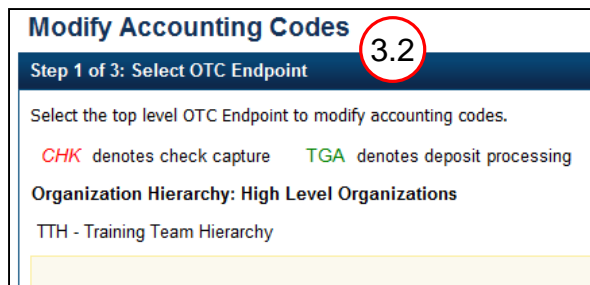
3 Add Accounting Codes

To add **Accounting Codes**, complete the following steps:

- 3.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify**.



- 3.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to add the accounting codes.

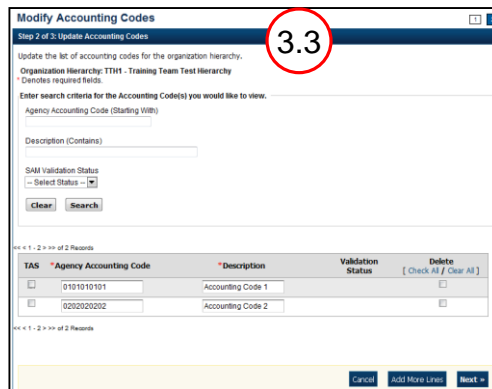


- 3.3 The *Step 2 of 3: Update Accounting Codes* page appears.

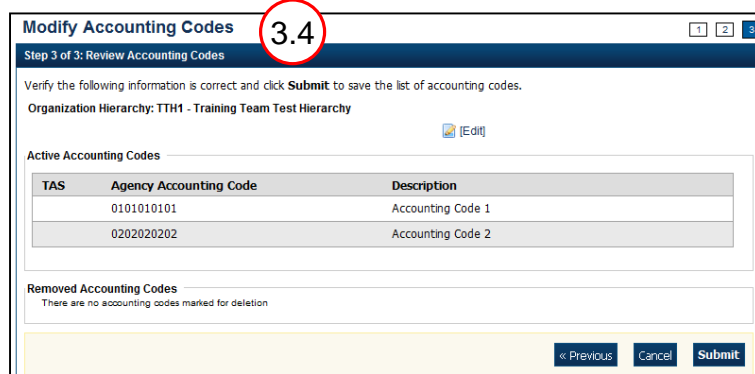
To enter the new accounting codes:

- Navigate to the first blank row. If all of the rows are populated scroll down to the bottom and click **Add More Lines**
- Enter the details in both **Accounting Code** and **Description** text boxes

- Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol (if applicable)
- Click **Next** when you have completed entering the new accounting code(s).



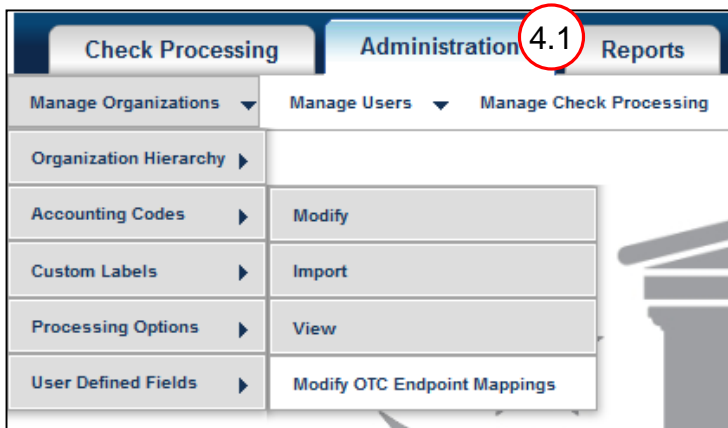
- 3.4 The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.



4 Map Accounting Codes

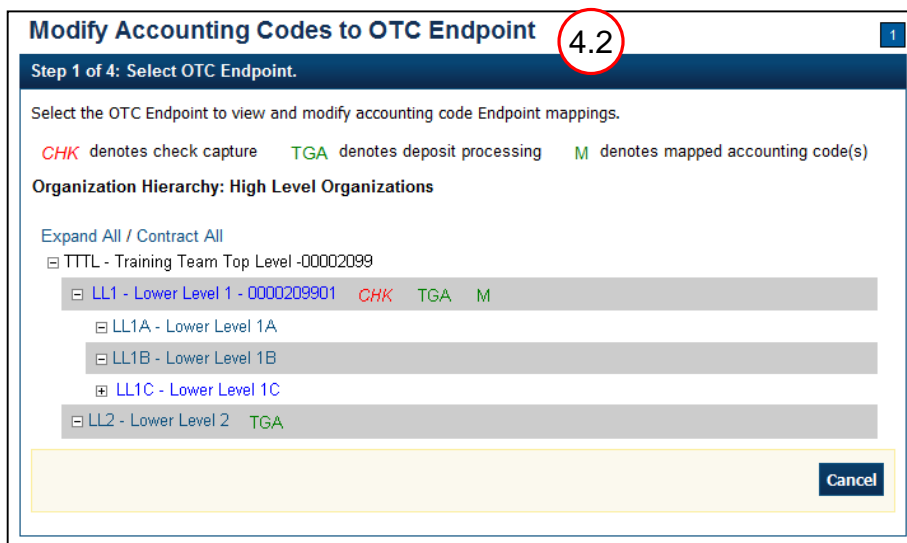
To map **Accounting Codes**, complete the following steps:

- 4.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**.



If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

- 4.2 *Step 1 of 4: Select OTC Endpoint* page appears. Select the **OTC Endpoint** for which accounting code endpoint mapping you would like to assign.



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Map Accounting Codes Cont'd

4.3 The *Step 2 of 4: View Assigned Accounting Codes* page appears. Click **Assign Mappings**.

Modify Accounting Codes to OTC Endpoint 4.3

Step 2 of 4: View Assigned Accounting Codes.

Review the list below and select the **Assign Mappings** to add accounting code mappings.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint:LL2 - Lower Level 2

Note:OTC Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

<< < 1-0 > >> of 0 Records

| TAS/Accounting Codes ▾ | Description > |
|---|---------------|
| There are no accounting codes specifically assigned to this OTC Endpoint or any of its ancestors. | |

<< Previous Cancel **Assign Mappings** Remove Mappings

4.4 The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears. Enter the search criteria for **Accounting Code (Starting With)** and/or **Description (Contains)** and click **Search**.

Assign Accounting Codes to OTC Endpoint 4.4

Step 2 of 4 Continued: Search and Assign Accounting Codes.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint:LL2 - Lower Level 2

Enter your search criteria and click Search to search for accounting codes to assign

TAS/Accounting Codes (Starting With) Max 35 alpha-numeric characters

Description (Contains)

Clear Search

4.5 The *Step 2 of 4 Continued: Check the Assign box(es)* for the accounting code that you want to assign and click **Next**.

Search Results 4.5

| TAS/Accounting Codes ▾ | Description > | Assign [Check All / Clear All] |
|------------------------|-------------------|-------------------------------------|
| 1212 | Accounting Code 1 | <input checked="" type="checkbox"/> |
| 1213 | Accounting Code 2 | <input checked="" type="checkbox"/> |
| 1214 | Accounting Code 3 | <input type="checkbox"/> |
| 1220 | Accounting Code 1 | <input type="checkbox"/> |
| 1221 | Accounting Code 2 | <input type="checkbox"/> |

<< Previous Cancel **Next >**

All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

If an Agency has identified accounting codes as a **Treasury Account Symbol (TAS)**, only **TAS** identified as **Valid** by **Shared Accounting Module (SAM)** will be available for mapping to an OTC Endpoint.

4.6 The *Step 3 of 4: Assign Accounting Codes* page appears. Review and verify the accounting code(s) you would like to assign and click **Next**.

Remove Accounting Codes from OTC Endpoint 4.6

Step 3 of 4: Remove Accounting Codes

Review the list below and select the accounting codes you would like to remove.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint:LL2 - Lower Level 2

| TAS/Accounting Codes | Description | Remove [Check All / Clear All] |
|----------------------|-------------------|-------------------------------------|
| 1212 | Accounting Code 1 | <input checked="" type="checkbox"/> |
| 1213 | Accounting Code 2 | <input type="checkbox"/> |

<< Previous Cancel **Next >**

Check the **Remove** box(es) and click the **Update** button to delete the OTC Endpoint mapping for an accounting code.

4.7 The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click **Submit** to assign the accounting code(s) to the **OTC Endpoint**.

Assign Accounting Codes to OTC Endpoint 4.7

Step 4 of 4: Review Accounting Codes to OTC Endpoint

Verify the following information is correct and click **Submit** to assign the accounting code to the OTC Endpoint.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint:LL2 - Lower Level 2

Note:OTC Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

Accounting Codes Marked for assignment

| TAS/Accounting Codes | Description |
|----------------------|-------------------|
| 1212 | Accounting Code 1 |
| 1213 | Accounting Code 2 |

There are no accounting codes specifically assigned to this OTC Endpoint or any of its ancestors.

<< Previous Cancel **Submit**

Once you have submitted the request to assign accounting code(s), you will have the option to click on **Manage Additional** which will allow you to assign or remove additional accounting codes.

Assign Accounting Codes to OTC Endpoint

Confirmation

The following accounting codes have been assigned to the OTC Endpoint.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint:LL2 - Lower Level 2

| Assigned Accounting Codes | |
|---------------------------|-------------------|
| TAS/Accounting Codes | Description |
| 1212 | Accounting Code 1 |
| 1213 | Accounting Code 2 |

Return Home **Manage Additional**

A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active batch that is **Open**, **Closed**, or **Approved** or a deposit that is in **Draft** or **Awaiting Approval (AWAP)** status. An error message will be displayed to a user if this scenario occurs.

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5a Set Deposit Processing Options (Custom Labels)

To define a **Custom Label**, complete the following steps:

5a.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Custom Labels** and click **Modify**.



5a.2 The *Select OTC Endpoint* page appears. Select the highest level **OTC Endpoint** for which you want to modify custom labels.

5a.3 The *Step 1 of 2: Update Custom Labels* page appears. Update the custom label(s) for the organization hierarchy and click **Next**.

Update the labels by:

- Entering a title for your **Organization Hierarchy Labels**
- Entering an agency accounting code title for the **Accounting Code Definition Label**

5a.4 The *Step 2 of 2: Review Custom Labels* page appears. Verify the information is correct and click **Submit**.

5b Set Deposit Processing Options (Modify Processing Options)

5b.1 From the **Manage Organizations** menu, select **Processing Options** and click **Modify**



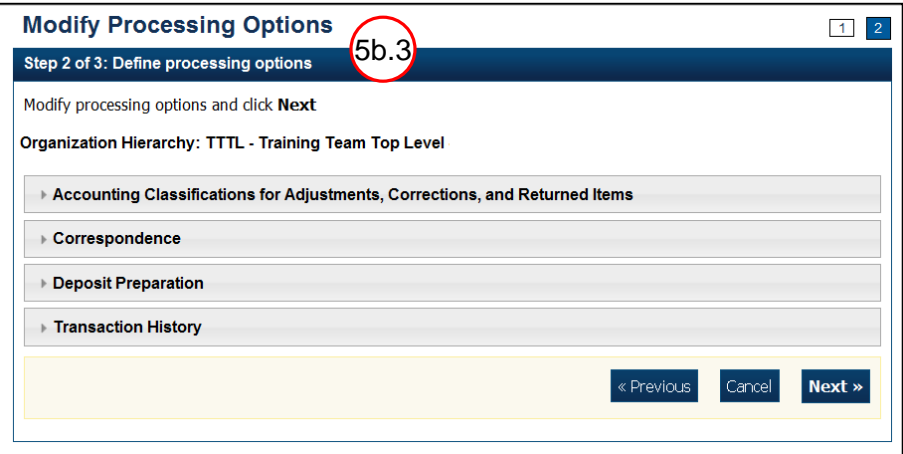
5b.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to modify a processing option.

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5b Set Deposit Processing Options (Modify Processing Options Cont'd)

5b.3 The *Step 2 of 3: Define Processing Options* page appears.
Modify the processing option(s) and click **Next**.

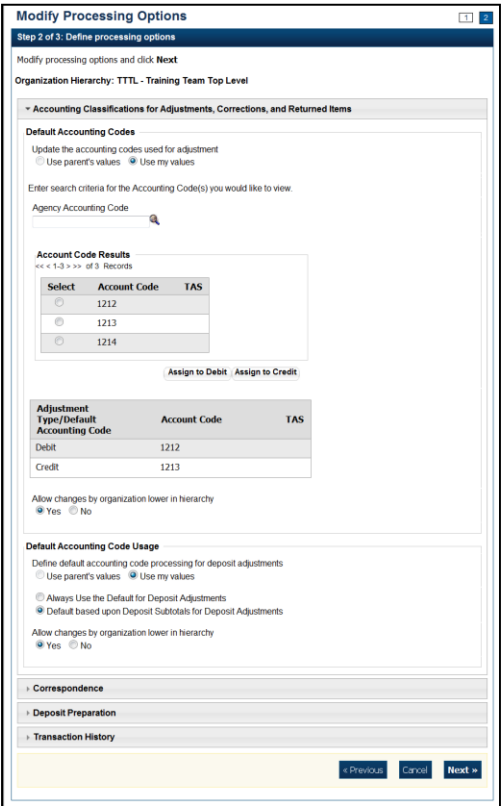


To modify **Accounting Classifications for Adjustments, Corrections, and Returned Items**, you can update **Default Accounting Codes** by:

- Selecting either **Use parent's values** or **Use my values**
- Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass) or Clicking **Search** (magnifying glass) to view accounting codes
- Selecting the accounting code to apply a credit and/or debit adjustment type and click **Apply to Debit** and/or **Apply to Credit**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

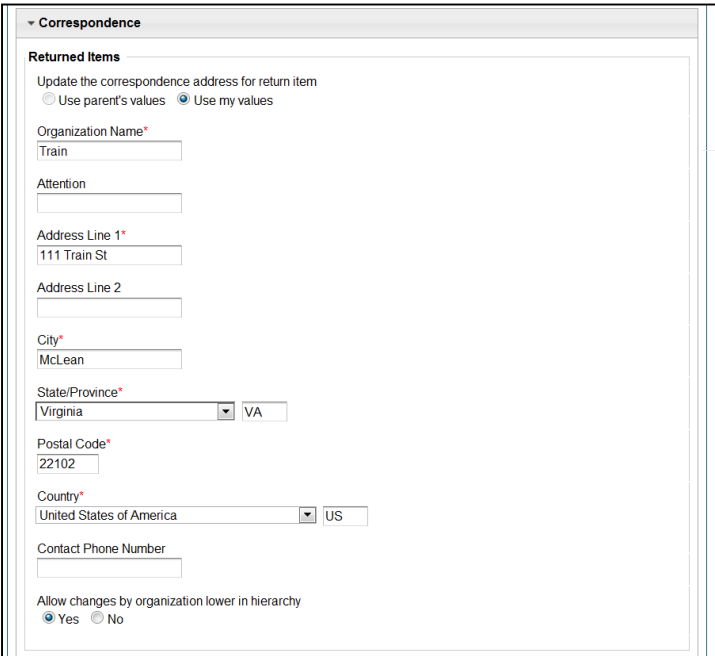
Update **Default Accounting Code Usage** by:

- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy



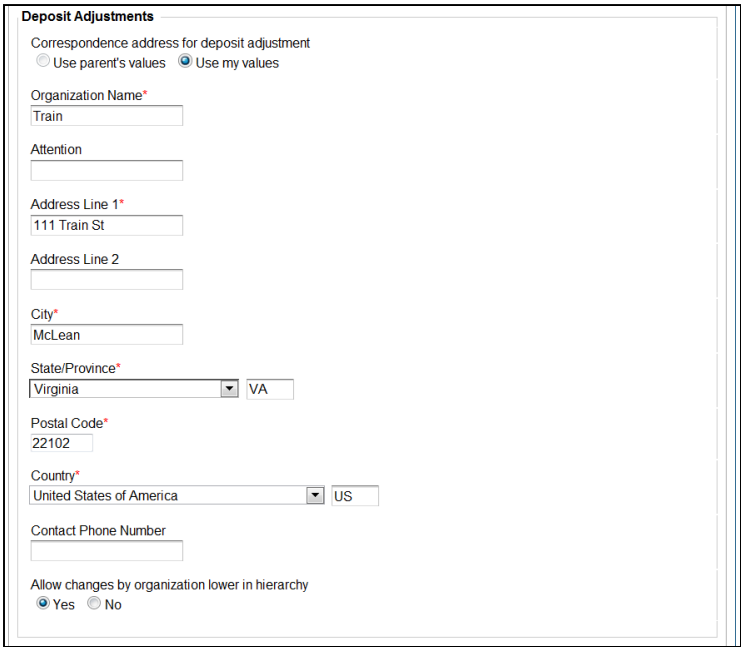
To modify **Correspondence**, you can update **Returned Items** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy



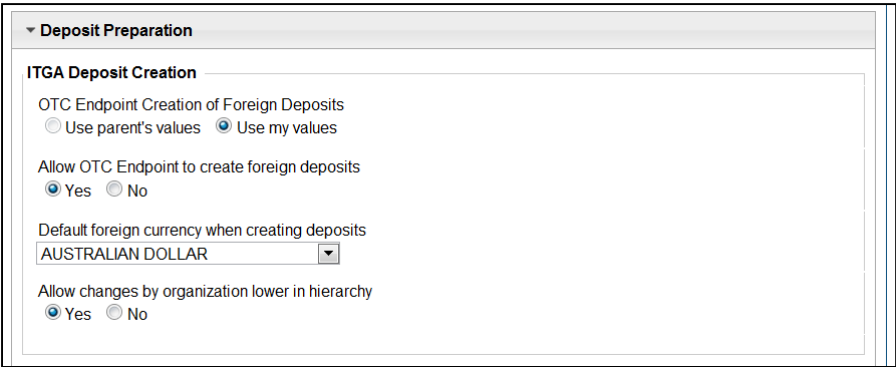
Update **Deposit Adjustment** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy



To modify **Deposit Preparation**, you can update **ITGA Deposit Creation** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy



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5b Set Deposit Processing Options (Modify Processing Options Cont'd)

Update **Subtotals and Cash Count** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy

Subtotals and Cash Count

Update subtotals and currency/coin counts for deposits

☐ Use parent's values ☒ Use my values

Include sub-totals for Checks/Money Orders and Cash

☒ Yes ☐ No

Include Currency count and sub-totals by denomination

☒ Yes ☐ No

Include coin count and sub-totals by denomination

☒ Yes ☐ No

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

Update **Accounting Code Subtotals** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy

Accounting Code Subtotals

Negative Accounting Code Subtotals

☐ Use parent's values ☒ Use my values

Allow negative Accounting Code Subtotals

☒ Yes ☐ No

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

Update **Separation of Duties** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options.
 - Deposits must be prepared and approved by different employees *(unless permission is granted otherwise)*
 - Allow changes by an organization lower in hierarchy

Separation of Duties

Update policy requiring separation of duties for deposit preparation and approval

☐ Use parent's values ☒ Use my values

Deposits must be prepared and approved by different employees

☐ Yes ☒ No

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

Modify **Transaction History** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box (if applicable)
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Click **Next**

Transaction History

Transaction History

Update the number of days displayed

☐ Use parent's values ☒ Use my values

Number of days displayed*

15

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

< Previous

Cancel

Next >

5b.4

5a.5 The Step 3 of 3: Review the following processing options page appears. Verify the information is correct and click **Submit**.

Modify Processing Options

Step 3 of 3: Review the following processing options

Verify the following information is correct and click **Submit** to store the processing options.

[\[Edit\]](#)

Organization Hierarchy: TTTL - Training Team Top Level .00002099

Accounting Classifications for Adjustments, Corrections, and Returned Items

Default Accounting Codes

| Adjustment Type/Default Accounting Code | Account Code | TAS |
|---|--------------|-----|
| Debit | 1212 | |
| Credit | 1213 | |
| Inherit Option from Parent | No | |
| Can Descendant Org Modify | Yes | |

Default Accounting Code Usage

| | |
|--|-----|
| Default based upon Deposit Subtotals for Deposit Adjustments | Yes |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

Correspondence

Returned Items

| | |
|----------------------------|--------------|
| Organization Name | Train |
| Attention | |
| Address Line 1 | 111 Train St |
| Address Line 2 | |
| City | McLean |
| State/Province | VA |
| Country | US |
| Postal Code | 22102 |
| Contact Phone Number | |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

Deposit Adjustments

| | |
|----------------------------|--------------|
| Organization Name | Train |
| Attention | |
| Address Line 1 | 111 Train St |
| Address Line 2 | |
| City | McLean |
| State/Province | VA |
| Country | US |
| Postal Code | 22102 |
| Contact Phone Number | |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

Deposit Preparation

ITGA Deposit Creation

| | |
|---|-----|
| Allow OTC Endpoint to create foreign deposits | Yes |
| Default foreign currency when creating deposits | AUD |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

Subtotals and Cash Count

| | |
|---|-----|
| Include sub-totals for Checks/Money Orders and Cash | Yes |
| Include Currency count and sub-totals by denomination | Yes |
| Include coin count and sub-totals by denomination | Yes |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

Accounting Code Subtotals

| | |
|--|-----|
| Allow negative numbers on accounting sub-total amounts | Yes |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

Separation of Duties

| | |
|---|-----|
| Deposits must be prepared and approved by different employees | No |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

Transaction History

| | |
|---|-----|
| Number of days displayed in Transaction History | 15 |
| Inherit Option from Parent | No |
| Can Descendant Org Modify | Yes |

< Previous

Cancel

Submit

5b.5

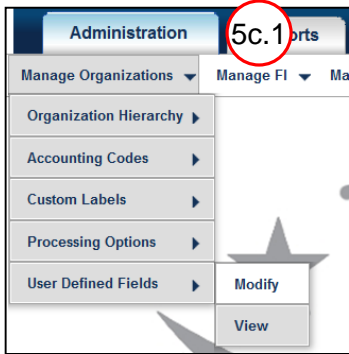
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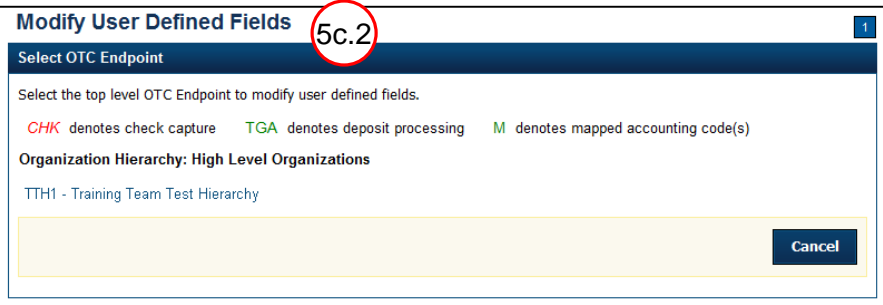
5c Set Deposit Processing Options (Create a User-Defined Field)

To create a **User-Defined Field**, complete the following steps:

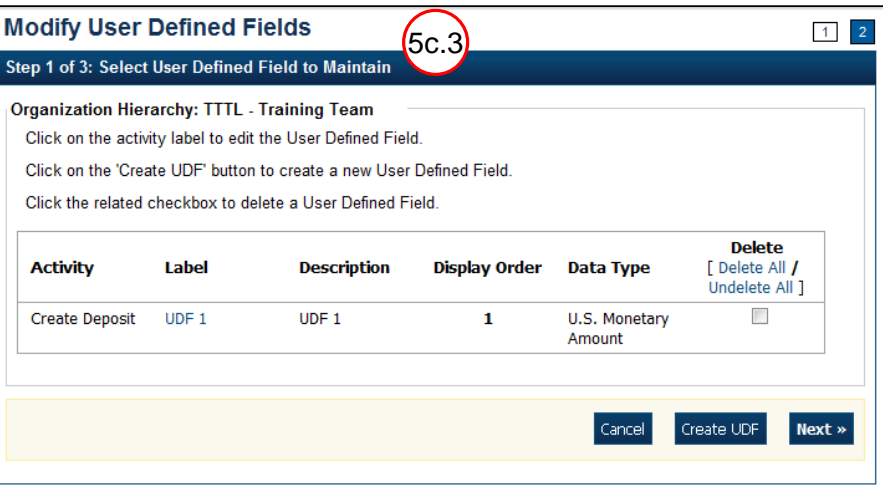
5c.1 Click the **Administration** tab. From the **Manage Organization** menu, select **User-Defined Fields** and click **Modify**.



5c.2 The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).



5c.3 The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the **Create UDF**.



5c.4 The *Step 2 of 3: Modify the User Defined Field* page appears. Add the user defined field, and click **Done**.

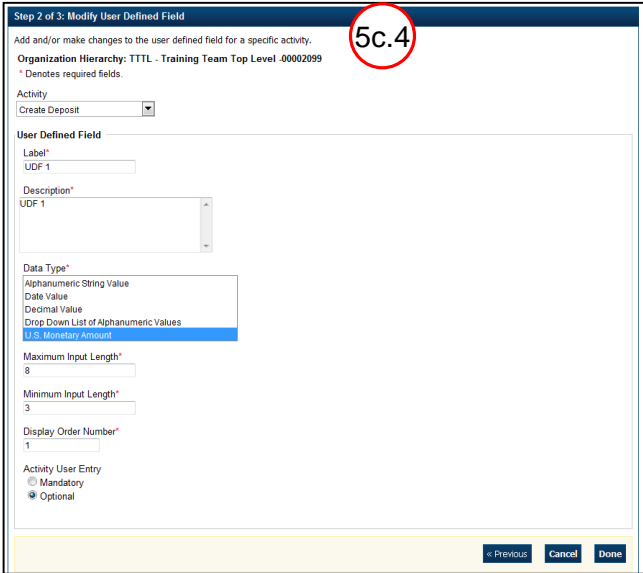
You can add a user defined field by:

- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type**. If the *Drop Down List of Alphanumeric Values* **Data Type** is selected, proceed to **List Values** and task 5c.5

- If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 5c.6.

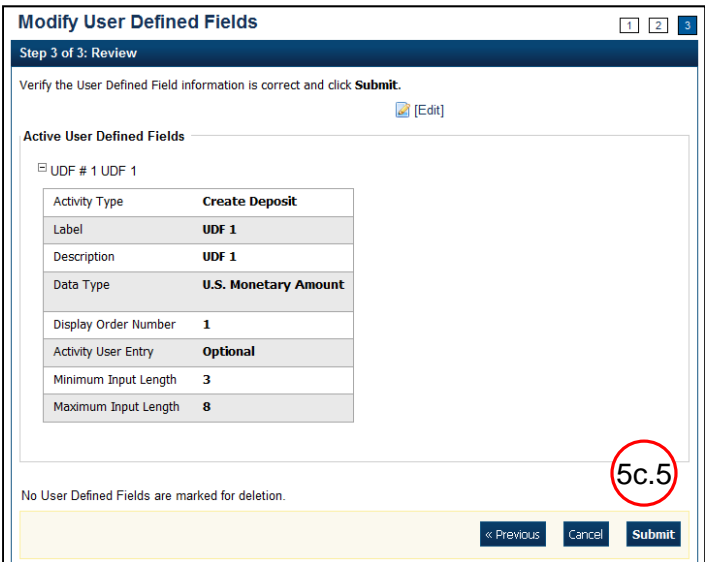
- **Maximum Input Length** (Maximum length is 255)
- **Minimum Input Length**
- **Display Order Number**

- Selecting **Mandatory** or **Optional** for Activity User Entry
- Click **List Values** and follow 5c.5 (if applicable, if not click **Done**)



5c.5 A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done**.

If the **Drop Down List of Alphanumeric** values data type is selected a Permitted Values section appears. Click **List Value**. A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done** to return to the Step 2 of 3: Modify the User Defined Field page.



5c.5 The *Step 3 of 3: Review* page appears. Verify the User Defined Field information is correct, and click **Submit**. The User Defined Fields cannot be modified if it is associated with deposits that are in **Draft** or **Awaiting Approval** status.

NOTE: This job aid is not intended to replace *Chapter 4 (Managing Your Agency's Hierarchy Accounting Codes and Processing Options)* or *Chapter 5 (Configuring Deposit Processing Settings)* of the OTCnet Administration Participant User Guide.